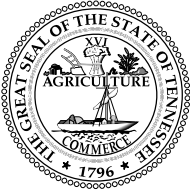



Tennessee





Entered the Union: 1796
Population (est. 1994): 5,175,000 Rank: 17/50
Land Area (square miles): 41,220 Rank: 34/50


State Historical Records Coordinator:
 Edwin S. Gleaves, State Librarian and Archivist
 Tennessee State Library and Archives
 403 7th Avenue North, Nashville, TN 37243-0312
 Telephone: (615) 741-7996
 Internet: egleaves@mail.state.tn.us

Records Program Coordinator:
 John Thweatt, Tennessee State Library and Archives

ARCHIVES AND RECORDS PROGRAM	FINANCES 
State Archives Established: 1907 State Records Management Initiated: 1957; revised 1978 Archives Placement Secretary of State, Tennessee State Library and Archives Records Management Placement Department of General Services, Records Management Division	Total State Govt Expenditures (1993): 10,287,797,000 Total Budget, Archives and Records Management (FY 1994): \$1,912,000 <small>See "Notes" section, below, for program elements included in budget and FTEs.</small> Percent of Total State Expenditures Allocated to Archives and Records: 0.019% State Archives and Records Management funding have both increased over last 2 years.

STAFFING		
State Government FTEs (1992): 75,930		Number of Archives/Records FTEs per 1000 State FTEs: 0.75
Archives & Records FTEs (1994): Total 57 Archives 38 Records Mgt 19		Average earnings for all full-time state employees (Oct. 1992): \$25,836 per year
		Salary ranges for entry level professionals Archivist I \$23,172-34,176 Records Analyst 2 \$18,000-27,000

HOLDINGS							
State Archives			Records Center				
Paper records	Government	24,855	cu. ft.	Paper records	Government	82,000	cu. ft.
	Nongovernment	4,522	cu. ft.		Nongovernment	0	cu. ft.
Microfilm (total no. of rolls)		79,489	rolls	Microfilm (total no. of rolls)		100,000	rolls
Optical disks		179	disks				
Photographs, prints, slides		103,934	items				
Films, videos, audio tapes		50,300	items				
Maps, blueprints, drawings		11,869	cu. ft.				
Newspapers (microfilm)		50,845	reels				

ACCESS TO RECORDS IN STATE ARCHIVES		
Reference services provided (FY 1994) Individual daily visits 23,550 Mail requests 14,040 Telephone requests 8,638 Reference activity has increased over last 2 years.	Arrangement and description activities (FY 1994) Records arranged and described 420 cu. ft.	
Services provided free of charge: Use of reference room Answers to in-state mail requests E-mail for receiving/responding to requests	Descriptions of holdings are provided through: Networks: OCLC/SOLINET Web Home Page http://www.lib.utk.edu:70/1/	
cont.	Nonelectronic finding aids available at State Archives describe 60% of holdings at record group and 40% at series level.	
	Published finding aids produced by State Archives describe 5% of holdings at record group and series level	cont.

Access to Records in State Archives, cont.**Reference services, cont.****Services provided for a fee:**

Answers to out-of-state mail requests
 Photocopies and faxes of documents or finding aids
 Certified copies or exemplifications

No fees have been initiated in last 2 years.

Arrangement and description, cont.

Automated finding aids accessible in-house describe 15% of State Archives holdings at the record group and series level

Automated finding aids accessible remotely describe 0.1% of State Archives holdings at series level.

FACILITIES**State Archives Building**

(owned by State of Tennessee)

Constructed: 1952 Renovated: 1984, 1986

Total storage capacity: 40,000 cu. ft.

Percent now occupied: 90%

Will be full within 2 years

No construction planned

Existing environmental controls (NFPA standards):

100% year-round temperature controls

100% year-round humidity controls

100% fire detection

0% fire suppression

State Records Center

(rented by Department of General Services)

Constructed: N/A

Total storage capacity: 102,000 cu. ft.

Percent now occupied: 82%

Will be full within 5 years

New building planned

An additional facility owned by the Department is used to house 80% of records center holdings.

Existing environmental controls (NFPA standards):

5% year-round temperature controls

0% year-round humidity controls

100% fire detection

100% fire suppression

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES**Technical assistance provided by Records Management Division (FY 1994):**

No. of agencies served 52 (state agencies)

No. of local government units (1992):

95 counties 14 school districts

339 municipalities 513 special districts

Services to state agencies by Records Management Division

Training and consultation

Publications

Micrographics services

Forms management

Services to state agencies by State Archives:

Micrographics services

Consultation/advice

Services to local governments by State Archives:

Training and consultation

Conservation/preservation

Micrographics services

Services to nongovernment repositories by State Archives:

Training State Archives has authority to accept original archival records from local governments

MICROGRAPHICS**Microfilming activities by Records Mgt Div. (FY 1994)**

Source document microfilming 1,140,000 images

Processing 540 rolls

Duplicating 270 rolls

Services to state agencies by State Archives (FY 1994)

Source document microfilming 1,462,149 images

Processing 895 rolls

Duplicating 7,065 rolls

Other processing 1,301 rolls cont.

PRESERVATION POLICIES AND SERVICES**Preservation activities by State Archives (FY 1994)**

11,382 sheets cleaned 711 sheets encapsulated

1,637 sheets deacidified 50 volumes repaired


248 sheets mended 13,978 items rehoused


State Archives does not have a written preservation plan but does have a written disaster plan.


State Archives has a preservation officer and employs a trained, full-time conservator.

cont.

Micrographics, cont.	Preservation, cont.
<p>Records Management Division provides centralized micrographics services for state agencies. State Archives provides limited duplicating and processing only for state and local agencies.</p> <p>State Archives and Records Management Division have both experienced redox problems.</p> <p>State Archives stores security microfilm for local government agencies; Records Management stores security microfilm for state agencies only.</p>	<p>Tennessee does not have a statewide preservation plan or a disaster response team.</p>

AUTOMATED APPLICATIONS 																																	
<p>State Archives uses the following automated applications:</p> <table border="0"> <tr> <td>Finding aids</td><td>Microsoft Word and Brother's Keeper</td></tr> <tr> <td>Accessioning</td><td>dBase and Microsoft Word</td></tr> <tr> <td>Inventory control</td><td>dBase and Microsoft Word</td></tr> <tr> <td>Correspondence</td><td>Microsoft Word</td></tr> <tr> <td>Space management</td><td>dBase and Microsoft Word</td></tr> <tr> <td>Bookkeeping</td><td>Quicken</td></tr> <tr> <td>Publications</td><td>Microsoft Word, Pagemaker</td></tr> </table> <p>Records Mgt Div. uses the following automated applications:</p> <table border="0"> <tr> <td>Finding aids</td><td>Computerized Records Mgt System</td></tr> <tr> <td>Accessioning</td><td>Computerized Records Mgt System</td></tr> <tr> <td>Inventory control</td><td>Computerized Records Mgt System</td></tr> <tr> <td>Records scheduling</td><td>Computerized Records Mgt System</td></tr> <tr> <td>Correspondence</td><td>Microsoft Word</td></tr> <tr> <td>Space management</td><td>Computerized Records Mgt System</td></tr> <tr> <td>Bookkeeping</td><td>Computerized Records Mgt System</td></tr> <tr> <td>Pubs, forms mgt</td><td>Fox Pro</td></tr> <tr> <td>Spreadsheets</td><td>Microsoft Excel</td></tr> </table>	Finding aids	Microsoft Word and Brother's Keeper	Accessioning	dBase and Microsoft Word	Inventory control	dBase and Microsoft Word	Correspondence	Microsoft Word	Space management	dBase and Microsoft Word	Bookkeeping	Quicken	Publications	Microsoft Word, Pagemaker	Finding aids	Computerized Records Mgt System	Accessioning	Computerized Records Mgt System	Inventory control	Computerized Records Mgt System	Records scheduling	Computerized Records Mgt System	Correspondence	Microsoft Word	Space management	Computerized Records Mgt System	Bookkeeping	Computerized Records Mgt System	Pubs, forms mgt	Fox Pro	Spreadsheets	Microsoft Excel	<p>Electronic Mail</p> <p>State Archives can communicate within the agency, with other state government agencies, and with outsiders via the Internet through both a government-wide e-mail system and through another provider.</p> <p>Records Management Division cannot communicate via electronic mail.</p> <p>NASIRE reports that Tennessee is in the planning stages for a statewide e-mail system for document transfer only.</p>
Finding aids	Microsoft Word and Brother's Keeper																																
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ELECTRONIC RECORDS 	
<p>Records Management Division has an electronic records management program integrated with its regular program.</p> <p>Records Management Division has surveyed/inventoried and scheduled dispositions for electronic records.</p> <p>Records Management Division provides security storage for electronic records.</p>	<p>Records Management Division developed electronic recordkeeping standards for conducting inventories and records disposition authorizations for state, departmental, and desktop level systems.</p>

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES 	
<p>Definition of a record 1984 statute Includes electronic records.</p> <p>Public's right to access to government records provided in statute.</p> <p>Restrictions to specific classes of records provided, expire after 70 years for most records, after 100 years for birth records, and after 50 years for death records.</p> <p>Permanent paper standards 1995 statute</p> <p>Optical imaging standards None</p>	<p>Admissibility of microfilm 1981 statute</p> <p>Admissibility of optical images None</p> <p>Admissibility of electronic records 1993 statute</p> <p>Theft/defacement of a public record None</p> <p>Replevin None</p>

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES

Information Resources Management

Assigned to Department of Finance and Administration; State Archives and Records Management Division are both active in the state's IRM work.

Information Policy Coordination

Constituted formally, assigned to Public Records Commission; State Archives and Records Management Division are both active in the state's information policy work.

Government Information Locator Service

No activity reported.

Electronic Access to Government Information and Services

NASIRE reports that Tennessee is early in the planning process for electronic access to government information and services.

NGA reports that an automated system allows users to track and update licensee information.

State of Tennessee
<http://www.state.tn.us/>

SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS



Local government records bill adopted

NAGARA Clearinghouse 10:2 (Spring 1994)

Annual RIM Seminar

NAGARA Clearinghouse 10:2 (Spring 1994)

Local government microfilming

NAGARA Clearinghouse 10:3 (Summer 1994)

Archival Oversight Committee

NAGARA Clearinghouse 10:3 (Summer 1994)

Alkaline Paper bill

NAGARA Clearinghouse 11:2 (Spring 1995)

SHRAB ACTIVITIES



Planning Grant Recommendations

NAGARA Clearinghouse 11:2 (Spring 1995)

FOR FURTHER INFORMATION



State Archives and Records Management

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State Records Management

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Fax: (615) 741-5327

Notes

Program elements included in Archives and Records Management budget and FTE figures: In addition to core elements found in most state archives programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), the Tennessee budget and personnel figures also cover

- service to local governments
- centralized micrographics,
- preservation microfilming,
- records preservation
- records center

The Tennessee State Library and Archives must pay space charges for main facility out of its budget.

Abbreviations/Acronyms

COM Computer output microfilm
COSHRC Council of State Historical Records Coordinators
FTEs Full time equivalent staff positions
SHRAB State Historical Records Advisory Board
N/A Not available
NAGARA National Association of Government Archives and Records Administrators
NASIRE National Association of State Information Resources Executives
NGA National Governor's Association
NHPRC National Historical Publications and Records Commission
RLIN Research Libraries Information Network
SHRAB State Historical Records Advisory Board

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHRC). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHRC report: Records Management: William E. Bisig, Assistant Director, Records Management Division, 843 Cowan Street, Nashville, TN 37243-0555. Telephone: (615) 741-1718. State Archives: Edwin S. Gleaves, State Librarian and Archivist, 403 Seventh Avenue North, Nashville, TN 37243-0312. Telephone: (615) 741-7996.

Estimated State Population (July 1, 1994): Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.